



## **COMMUNITY DEVELOPMENT**

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# **HOME OCCUPATION**

**MINOR  
CONDITIONAL USE PERMIT  
(Business within the Residential Dwelling (Home))**

# **BUSINESS APPLICATION**

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20 North Main Street, P.O. Box 1005 Brigham City, Utah 84302

Phone 435-734-6617

Fax 435-723-8132



## **GENERAL LICENSE INFORMATION AND CONTACT LIST**

Brigham City welcomes and encourages commercial and home occupation businesses. There are many benefits that accrue to the City and its residents from the presence of a variety of business types to our community.

Brigham City requires licensing of all businesses which engage in any activity resulting in compensation or other consideration derived from carrying on any business, trade, profession, craft, occupation, commerce or sales of tangible personal property or services, or both. Licenses are required of all occupations based from locations within Brigham City limits or which carry on business here.

All applicable Cities, County, State and Federal laws must be complied with concurrently while licensed by Brigham City. Certain types of occupations and professions require a State regulatory license in addition to the local business license. The Division of Occupational and Professional Licensing can be contacted at (801) 530-6628 to see if a State license is required. Businesses may also be regulated by the Federal Government, such as those dealing in alcohol, tobacco, firearms, hazardous materials or waste, radio, satellite and television communications, etc., and the appropriate Federal offices should be contacted for assistance, if applicable.

The Business Licensing Division of Brigham City cannot accept a business license application until certain key requirements have been satisfied, including acquisition of government identification numbers. We have provided a brief outline of those basic requirements and how to complete them, on the following pages. Along with a Contact List of key agencies and people available to help you with your business structure needs. The City offices for Business Licensing also provides several resources of information, designed to help get you going in the right direction while establishing or relocating your business to our community.

We look forward to helping you and wish you the best with your business endeavors.

## **Business Structure Outline**

1. **Establish your business structure.** Sole proprietorships and general partnerships need only register the DBA, as identified under #3 below. All other business structures, including limited partnerships, limited liability companies and corporations of any kind establish their business structures by filing required paperwork with the Division of Corporations and Commercial Code. Business structures originating outside Utah must register their structure in Utah, as well.

If you need both State and Federal numbers, the fastest method is to go in person to the State Tax Commission office in Salt Lake City. If only State numbers are needed, they can be obtained at any State Tax Commission location and at the Department of Commerce. The basic forms (TC-69, DBA and SS-4) are available in our office or you can call the offices directly to have the forms mailed to you within a few days. If you submit the completed forms by mail, the turnaround time is 6-8 weeks, so you are encouraged to take them in, or fax them.

**To file the SS-4 only (IRS):**

**Phone:** 1-800-829-1040

**Mail:** Entity Control  
Mail Stop 6271  
PO Box 9941  
Ogden, UT 84201

**Fax:** (801) 620-7115

**To file TC-69 and other forms:**

**Utah State Tax Commission**

**Phone:** 1-800-662-4335  
2447 Lincoln Avenue in Ogden  
(in the DMV Building), **or**  
210 North 1950 West in SLC  
[www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)

**Re: DBA/business structure:**

**Department of Commerce**

**Phone:** (801) 530-4849

**Toll Free:** 1-877-526-3994

160 East 300 South, SLC  
(in the Heber Wells Building)

[www.commerce.state.ut.us](http://www.commerce.state.ut.us)

2. **Obtain your Federal Employer Identification Number (FEIN or EIN).** Businesses must have a Federal Identification Number *unless* owned by a sole proprietor with no employees. The **SS-4** form is necessary to acquire this number. You will need to apply for and receive the FEIN before submitting the TC-69 to the State. Your FEIN should be on your business license application unless you are a sole proprietor with no employees.
3. **Register your business.** A sole proprietor using only his or her complete legal personal name is exempt from State registration. Each business name or **DBA** ("Doing Business As") of a sole proprietor or general partnership must be registered. The name of any corporation, limited partnership or limited liability company is registered with the filing of the business structure documentation. If a name is used other than the one filed, each other business name must be registered as a DBA of the established entity. For assistance or to verify that the name is available for your use, call the Utah Division of Corporations and Commercial Code at (801) 530-4849. **Fee:** \$22 for a 3-year registration. Use the **TC-69** form or the **Business Name Registration/DBA Application form**.

4. Acquire State Tax Commission numbers. Businesses must obtain a **Sales & Use Tax** number to collect and remit to the State taxes on the rental or retail sale of items, taxable services and various out-of-state purchases. Businesses which have employees and certain business structures must obtain a State Withholding number. Use the **TC-69 form** to acquire those numbers. Contact the Utah State Tax Commission at 1-800-662-4335 for assistance. If required for your business operation, these numbers must be on the business license application when submitted.
5. If your business incorporates the manufacturing, preparation and sale of food items, or is identified as an eating place such as a restaurant, you will need to contact the appropriate divisions of the Health Department and complete their requirements. A sign off from the Health Department will be required on the business license application, if applicable to your business.

## **II    Contact List:**

### **Brigham City Contacts:**

Jared Johnson, Community Development Manager  
(435) 734-6618  
[jaredjohnson@brighamcity.utah.gov](mailto:jaredjohnson@brighamcity.utah.gov)

Mark Bradley, City Planner  
(435) 734-6616  
[mbradley@brighamcity.utah.gov](mailto:mbradley@brighamcity.utah.gov)

Judy Loveland, Neighborhood Improvement Coordinator  
Business Licensing, Fence Permits  
(435) 734-6617  
[judyloveland@brighamcity.utah.gov](mailto:judyloveland@brighamcity.utah.gov)

Jeff Leishman, Associate Planner  
(435) 734-6619  
[jleishman@brighamcity.utah.gov](mailto:jleishman@brighamcity.utah.gov)

Eliza McGaha, Secretary  
(435) 734-6604  
[emcgaha@brighamcity.utah.gov](mailto:emcgaha@brighamcity.utah.gov)

Jim Buchanan, Fire Marshal & Emergency Management Services Director  
(435) 723-4071  
[jbuchanan@favorites.com](mailto:jbuchanan@favorites.com)

**Box Elder County Contacts:**

Susan Thackeray, Community Development Project Coordinator  
Box Elder County Economic Development  
(435) 734-2634  
[beced@box-elder.com](mailto:beced@box-elder.com)

Beverly King, Assistant Director  
Small Business Development Center, Weber State University  
(801) 626-7232  
[BKING1@WEBER.EDU](mailto:BKING1@WEBER.EDU)

Michael Rhodes, LEHS  
Bear River Health Department  
(435) 734-0845

**Brigham City Chamber of Commerce**

Executive Director  
(435) 723-3931  
[chamber@favorites.com](mailto:chamber@favorites.com)

**State and Federal Contacts:**

Utah State Tax Commission  
210 North 1950 West  
Salt Lake City, UT 84134  
(801) 530-4849, (800) 662-4335  
[www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)

Department of Commerce  
Heber M. Wells Building  
160 East 300 South, 1<sup>st</sup> Floor  
Salt Lake City, UT 84111  
[www.commerce/utah/gov](http://www.commerce/utah/gov)

Worker's Compensation Fund  
392 East 6400 South  
Salt Lake City, UT 84107  
(800) 446-2667  
[www.wcf-utah.com](http://www.wcf-utah.com)

Utah Department of Workforce Services  
1050 South Medical Drive  
Brigham City, UT 84302  
(435) 734-4060  
(888) 848-0688 Unemployment Insur.  
[www.dws.state.ut.us](http://www.dws.state.ut.us)

Utah State Tax Commission  
Sales Tax Office 7<sup>th</sup> Floor  
2447 Lincoln Ave.  
Ogden, UT  
[www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)



## BUSINESS LICENSE APPLICATION

### FOR OFFICE USE ONLY

Issued \_\_\_\_\_ Approved \_\_\_\_\_  
Business License No. \_\_\_\_\_  
Application/License Fee.....  
Other Fee.....  
Total.....  
Check Cash Charge Business Code: \_\_\_\_\_  
Receipt # \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
Zoning District: \_\_\_\_\_ CUP#: \_\_\_\_\_

### 1. Business Information - Please type or print clearly ORIGINAL APP. CHANGE OF: ADDRESS OWNERSHIP BUSINESS NAME

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Bus. Phone ( ) \_\_\_\_\_ Business Start Date \_\_\_\_\_

Federal ID: SSN \_\_\_\_\_ FEIN \_\_\_\_\_

Sales Tax # \_\_\_\_\_ Utah Corp., LP or LLC #: \_\_\_\_\_

Property Owners Name \_\_\_\_\_ Phone( ) \_\_\_\_\_

Property Owners Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Business Organization: Independent/Sole Proprietor Corporation Partnership Limited Liability

Corporation Limited Partnership Profit Corporation Non-Profit Corporation

Has Brigham City ever licensed the applicant(s)/owner(s)? Yes No, If yes, when? \_\_\_\_\_

Under what business name? \_\_\_\_\_

Describe Business: (Add additional pages as needed)

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### 2. Check All That Apply Note: See Title 14 for Specific requirements. Additional information may be required for specialty licenses.) Use special forms for Beer, Cabaret, Sexually Oriented Business

Alarm System Agriculture Vendor Apartments Auction/Auctioneer Christmas Tree Sale Collection of Garbage/Waste  
Commercial Construction Contractor Cosmetology Home Occupation (See Home Occ. Form) Handyman Pawnbroker  
Solicitor Outside City Limits Insurance Private Police/Detective Nail Technician Massage Therapist  
Other Special Event Swap Meet Public Dance Mechanical Amusement Device

Temporary Merchant License - Location \_\_\_\_\_ Dates of Sale \_\_\_\_\_ Temp. Sales Tax# \_\_\_\_\_

### 3. Business Owner or Agent Information

Business Owner's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Or Registered Agent \_\_\_\_\_

For Corporations, Limited Partnerships, Limited Liability Corps. Only)



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**6. For Office Use Only**

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**Zoning:** Approved by \_\_\_\_\_ Date \_\_\_\_\_

Temporary License (12 Month) Approved by \_\_\_\_\_ Date(s) \_\_\_\_\_

Land Use \_\_\_\_\_ Date \_\_\_\_\_ Bonding \_\_\_\_\_ Date \_\_\_\_\_ Sign Permit \_\_\_\_\_ Date \_\_\_\_\_

**Life/Safety:**

Temporary (60 Day): Inspection \_\_\_\_\_ Date \_\_\_\_\_ Fire Marshal \_\_\_\_\_ Date: \_\_\_\_\_ Date: From \_\_\_\_\_ To \_\_\_\_\_

Permanent License: Inspection \_\_\_\_\_ Date \_\_\_\_\_ Fire Marshal \_\_\_\_\_ Date: \_\_\_\_\_

**Bear River Health Dept:**

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

**Police Dept:**

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

[illegible]

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_



## HOME OCCUPATION – MINOR CONDITIONAL USE PERMIT

The Business will use any or all of the following:

**If the business is a Home Occupation in Brigham City, please respond to the following questions:**

1. Is it necessary to have clients come to your home? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how many do you anticipate? In week? \_\_\_\_\_ In a day? \_\_\_\_\_  
\*If yes, a life/safety and fire inspection will be required.
2. Do you anticipate the need for large delivery vehicles to your home? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\*If yes, how often? \_\_\_\_\_ Times per month. What size of vehicle? \_\_\_\_\_ Semi \_\_\_\_\_ UPS
3. Will there be employees for the business, other than the residents of the home? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\*If yes, how many? \_\_\_\_\_ (See City Code Section 29.20.020 – Employees of Home Occupations)
4. Do you plan on or have need for a sign? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\*If yes, please fill out a sign permit application and submit with the business license application.

### Affidavit of Compliance

I \_\_\_\_\_ have read the Home Occupation Ordinance and do hereby agree to follow the terms and conditions of this and all ordinances pertaining to this home occupation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**MINOR – CONDITIONAL USE PERMIT – FEE \$50.00 – MAY BE INCREASED TO \$250.00 IF PLANNING COMMISSION REVIEW IS NEEDED.**

### Property Owner Information:

Name of Applicant: \_\_\_\_\_

Property Owner (If not applicant): \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number (Applicant): \_\_\_\_\_ Property Owner (If not Applicant): \_\_\_\_\_

### Explanation of Conditional Use:

1. What is the existing use of the property? \_\_\_\_\_

2. What is the proposed use of the property? \_\_\_\_\_

3. What is the estimated development time schedule? \_\_\_\_\_

### For Office Use Only:

Date: \_\_\_\_\_ Application #: \_\_\_\_\_ Existing Zone: \_\_\_\_\_ Fee Received: \_\_\_\_\_

## **APPLICANT'S AFFIDAVIT**

STATE OF UTAH                     )  
   §  
COUNTY OF BOX ELDER        )

I, (we) \_\_\_\_\_, being duly sworn, depose and say that I, (we) am (are) the owner(s)\* or authorized agent(s) of the owner, of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly to the best of my (our) ability, the argument in behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

\_\_\_\_\_  
**Property Owner**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

\*May be owner of record, contact owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property

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### **AGENT AUTHORIZATION**

(Required when the applicant is **not** the property owner)

I, (we) \_\_\_\_\_, the owner(s) of real property at \_\_\_\_\_, do authorize \_\_\_\_\_ to represent me (us) as my (our) agent with regard to this application affecting the above described real property, and to appear on my (our) behalf before any City Boards considering this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Notary Public**

## **TITLE 29.20. HOME OCCUPATIONS.**

### **29.20.010. Purpose and Intent.**

It is the purpose and intent of this chapter to allow persons residing in dwellings to use their mental or physical expertise and talent in providing a service, developing a product for sale to the public, operating certain kinds of small businesses or maintaining a professional or business office work space in the dwelling, or in an attached or detached garage or accessory building, or yard space, while at the same time maintaining the peace, quiet and domestic tranquility within all residential areas of Brigham City, guaranteeing to all residents freedom from excessive noise, traffic, nuisances, hazards, and other possible adverse effects of limited business activities being conducted in such areas, and improving and maintaining the aesthetic quality of the neighborhood and the lot or parcel upon which the dwelling and home occupation are located. It is further the purpose and intent of this chapter that home occupations shall be clearly accessory and subordinate to the principal use of the property for dwelling purposes.<sup>1</sup>

### **29.20.020. Standards For Home Occupations.**

The following standards shall be observed in the operation of all home occupations:

A. The home occupation shall be conducted primarily by residents of the premises. A home occupation may have employees, however, only one employee who does not live in the home may come to the home at any one time for purposes of employment, unless otherwise approved by the Planning Commission. One additional off-street parking stall shall be provided for any employee coming to the home who is not a resident of the premises.<sup>2</sup> This parking stall shall be subject to setback standards for the zoning district in which the home occupation is located.<sup>1</sup>

B. The home occupation shall not physically change the dwelling or accessory structure or attached or detached garage or yard space to the extent that it would alter the residential or aesthetic character of the dwelling, accessory structure, attached or detached garage, yard, or neighborhood.

C. The home occupation shall be allowed one name plate sign which shall be consistent with Chapter 20 Sign Regulations. Temporary signs shall not be permitted for home occupations.<sup>3</sup>

D. The home occupation shall not generate pedestrian or vehicular traffic in excess of that customarily associated with the zone in which the use is located, as determined by the Zoning Administrator and appropriate regulatory authorities. Occupancy load as defined by the currently adopted Uniform Building Code shall not be exceeded.

E. The home occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential use, as determined by the Zoning Administrator and appropriate regulatory authorities. No electrical equipment shall be permitted which exceeds three horsepower.

F. Sale of commodities produced on the premises shall be permitted. The sale of commodities not produced on the premises shall be by prior individual invitation only.

G. Home occupations shall conform to business license requirements of Title 14 of the Brigham City Code.

H. There shall be complete conformity with all applicable City, County, state and federal laws and ordinances.

### **29.20.030. Standards for Home Occupations Using Attached or Detached Garages, Accessory Structures, or Yard Space.**

A. The use of an accessory structure or an attached or detached garage, or yard space, for a home occupation may be considered as a conditional use *only* under the following conditions:

1) The Planning Commission finds that the proposed home occupation will be clearly accessory and subordinate to the principal use of the property for dwelling purposes; and <sup>1</sup>

2) The Planning Commission finds that the proposed home occupation will not adversely affect the residential nature and aesthetic quality of the neighborhood; and

3) Any off-street parking displaced by the home occupation is relocated elsewhere on the lot or parcel in compliance with setback standards for the zoning district in which the property is located; and

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<sup>1</sup> Ordinance No. 00-32, 8/17/00

<sup>2</sup> Ordinance No. 02-08, 3/7/02

<sup>3</sup> Ordinance No. 01-22, 4/19/01

4) The Planning Commission may impose any conditions it deems necessary to mitigate impacts of the home occupation on the neighborhood; and

B. In determining whether to grant a conditional use approval for the use of an attached or detached garage, accessory structure, or yard space for a home occupation, the Planning Commission shall consider the effect of such use on the residential character of the property upon which the home occupation is proposed to be located. In making a determination, the Planning Commission may consider factors including, but not limited to, displacement of normally residential functions of yard space and building or structure usage; the potential for generation of noise, dust, vapors, fumes, odors, and light; the potential for generation of excess traffic; the potential impact of the proposed home occupation on the aesthetic quality of the neighborhood and the property upon which the home occupation is proposed to be located.

C. Due to the special nature of home occupations, their potential to create adverse impacts to the neighborhood, and the potential for significant unforeseen impacts to occur, the Planning Commission reserves the right to review any home occupation granted conditional use approval pursuant to this paragraph. The conditional use permit for the home occupation may be reviewed and modified or revoked by the Planning Commission due to failure of the owner or operator of the home occupation to observe all conditions specified in issuing the permit, failure to observe the purpose and intent of this Chapter, other requirements of this Title in regards to the maintenance of improvements, conduct of the home occupation as approved, or significant unforeseen impacts resulting from the operation of the home occupation in conflict with the purpose and intent of this Chapter.

D. Home occupations which may be considered under Section 29.20.020 of this Chapter may include the following uses or uses which are similar in character, origin, or impact, as determined by the Zoning Administrator:

1. Artist, Author;
2. Architectural service;
3. Barber shop, beauty service;
4. Consulting service;
5. Craft sale;
6. Dance studio; aerobic exercise, music lessons, tutoring and general educational instruction;
7. Direct sales distribution;
8. Data processing, computer programming;
9. Home crafts;
10. Garden plants and produce;
11. Janitorial service;
12. Insurance sales or broker;
13. Interior design;
14. Mail order (not including retail sales form site)
15. Real estate sales or broker;
16. Sales representative.

E. Home occupations which shall not be considered under Section 29.20.020 of this Chapter include the following uses or uses which are similar in character, original, or impact, as determined by the Zoning Administrator:

1. Agricultural uses that involve the keeping of animals, unless in a zoning district where the keeping of such animals is allowed;
2. Agricultural uses that use more than twenty five percent (25%) of the area of the lot when the lot is less than one (1) acre in size;
3. Automatic or manual car wash;
4. Building material sales, lumber yard;
5. Contractor's storage yard;
6. Kennel, animal hospital;
7. Machine shop (unless located within a Multiple Use, Agricultural, or Rural Residential Zoning District and on a parcel two or more acres in size);<sup>4</sup>
8. Manufacture, curing, compounding, processing, packaging, and treatment uses which utilize yard space or which generate noise, smoke, fumes, or odors;
9. Mortuary;
10. Rock crusher;

11. Saw mill;
12. Storage and warehousing uses as listed in Section 29.165.020(12);
13. *Tattoo Establishment*; <sup>5</sup>
14. Transportation uses as listed in Section 29.165.020(13);
15. Uses which involve the storage, display, or repair of motor vehicles, or body and fender work on such vehicles. <sup>6</sup>

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<sup>5</sup>Ordinance 04-03, 1/15/04.  
<sup>6</sup>Ordinance 01-22, 4/19/01.

## HOME OCCUPATION BUILDING AND FIRE SAFETY CHECKLIST

Note: Questions regarding these requirements may be directed to:

Jared Johnson, Chief Building Official (435) 734-6618 or

Jim Buchanan, Fire Marshal (435) 734-6600 Ext. 2401

### ***Building Safety***

1)	Is the address posted on the building so that it is visible from the street? (IRC 325)
2)	Egress System per IRC Sections 311-316 may include but not be limited to the following: a) Are sidewalks and hallways inside and outside the building free from tripping hazards and storage? b) Are steps, ramps, handrails, guardrails and landings in place and maintained as needed?
3)	Storage space under stairs shall have walls, and ceiling protected on the enclosed side with ½" gypsum board. (IRC 314.8)
4)	Are doors openable from inside without the use of a key or any special knowledge or effort such as thumb turn deadbolt? (IRC 311.2)
5)	Are building components being maintained in a safe and orderly manner?

### ***Electrical***

1)	Do electrical panels have a clear working space in front of them at least 30" wide, 36" deep and 6 ½' high for access? (IRC 3305)
2)	Are breakers and electrical disconnects labeled and free of tape or devices that restrict their operation? (IRC 3304.11)
3)	Are openings in panels, junction boxes etc. properly covered or filled? (IRC Chap. 37-38)
4)	Are switches, outlets, lights, all electrical fixtures, appliances and equipment clean and maintained in working order with covers in place and installed properly? (IRC Chap. 37-38)
5)	Are conduits and wires secured, complete and in safe working order? (IRC Chap. 37-38)
6)	Extension Cords and plug strips must be: a) Used only for portable equipment. b) Sized for the ampacity of the equipment, in good condition with proper grounding. c) Protected from physical damage but not run through walls, floors, ceilings or under doors. d) Listed and plug strips having integrated overcurrent protection. (IFC 605 & NEC 400)
7)	Is the grounding system safe and in working order? (IRC 3507-3511)

### ***Mechanical***

1)	Is mechanical equipment installed and maintained? (IRC Chap. 12)
2)	Are combustible materials and construction kept away from heat producing appliances and vents?
3)	Is the equipment accessible for maintenance and repair? (IRC Chap. 13 & 18)
4)	Are pipes, vents and ducts properly supported to prevent damage? (IRC Chap. 16 & 2414)
5)	Are condensate drains piped to a sewer drain for proper disposal?
6)	Are exhaust fans (bathroom, hood etc.) working properly? (IRC Chap. 15)
7)	Is combustion air supplied to fuel burning appliances? (IRC Chap. 17)

### ***Plumbing***

1)	Is the plumbing system properly supported and in good working order? (IRC Chap. 25, 2605)
2)	Are plumbing fixtures maintained, have proper fixture clearance for operation and is the toilet seat finish damaged? (IRC Chap. 25, 27)
3)	Water heater: (IRC Chap. 28) a) Is the water heater properly connected to gas and vent system or electrical supply? b) Does the heater have seismic straps? c) Is the pressure relief valve sized correctly (210 F, 150 psi)? d) The drain leg shall be piped so as not to cause personal injury (preferably within 12" of the floor pointing down).
4)	Is the water piping run in approved material? (IRC Chap. 29)
5)	Is sanitary drainage and vent system installed with approved materials? (IRC Chap. 30 & 31).

### ***Fire Protection***

1)	Is a minimum 5-lb (2-A:10-B:C) fire extinguisher located in the home at an accessible location, hung on a bracket not more than 5' above the floor to the top of the extinguisher with a Fire Marshal's Inspection Tag attached?
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# Information Sheet

**Community Development**  
**20 North Main Brigham City, Utah 84302**  
**(435)-734-6604**

**Sheet No. 10**  
**Revised: February 28, 2007**

## Signs

### **When I put up a sign do I need a Permit?**

Yes, a permit is required anytime you erect a sign. However, if the value of the sign and installation is \$1,000.00 or more also include the name of the Sign Contractor who will be installing the sign, with their State License number and contact telephone number.

### **If the sign is a pole sign, provide the following:**

Engineered stamped drawings for the sign base and sign.

### **If the sign is internally illuminated, it will need to be listed & installed per the National Electrical Code.**

### **Where do I get the Application?**

Brigham City Corporation has the information you will need to obtain a permit. It can be obtained in the Brigham City Offices, second floor in the public works office.

### **Are there additional requirements for downtown businesses?**

Yes. These signs must also comply with RDA#1 Design Guidelines. Please

schedule with city staff for exact area and requirements.

### **How much is the cost?**

The cost of a sign permit is **\$50.00** per hour, inspection time. Minimum ½ hr.

### **What is required?**

Illustration of the sign including the following:

1. Dimensions
2. Type
3. Script
4. Colors
5. Dimensions of the building frontage.
6. Dimensions of the lot frontage.
7. A Site Plan showing the location of the sign.

### **A Valuation cost of the Sign to include the following:**

1. Materials of the sign.
2. Cost of installation.

**The permit will be reviewed and approved by the Community Development Department, after which sign installation may begin. Please call for inspections 24 hrs in advance.**